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14 April 1950

MEMORANDUM FOR: CIA EMERGENCY PLANNING COMMITTEE

SUBJECT: Fifth Meeting of the Committee

ENCLOSURE: List of Vital Documents

1. The Fifth Meeting of the CIA Emergency Planning Committee will be held on Wednesday, 19 April 1950, at 0930 hours in the Director's Conference Room in the Administration Building. It is requested that all members or their alternates attend this meeting.

2. The following matters will be brought up at this meeting:

a. General discussion of the subject matter of the memorandum for record of 13 April 1950, ER-O-9944, subject: Guidance for the CIA Emergency Planning Committee;

b. Report of progress in development of the plan for the secure storage of vital documents;

c. Approval of revisions in the "List of Vital Documents" (see enclosure);

d. Discussion by [] of procedures for storage and maintenance of documents in the repository with an explanation of information needed by OCD.

3. In amplification of the fourth item to be discussed at the meeting (paragraph 2d above), committee members will be asked to furnish information concerning vital documents for which their offices or staffs are responsible. By way of advance notice, members will be requested to submit the information by 28 April 1950. It is desired that the information be submitted on form memoranda (to be furnished) and that it include the following: the name and description of the series, the arrangement and initial quantity of documents, the volume and frequency of additions expected and substitutions necessary to keep the series current, and the inclusive dates, physical characteristics, security classification and instructions for use of the series.

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COAPS

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Emergency Planning Committee Members

Chief, COAPS

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